

Leaseholder News

DO YOU SUB-LET...

If you sub-let your property it is a requirement that you inform us of your correspondence address and the name of your tenant

CONSULTATION

THE LEGISLATION

The Commonhold and Leasehold Reform Act 2002 became effective in October 2003 and one of its main changes was the introduction of new Leaseholder Consultation rules.

WHAT THE LAW SAYS

The new law says that MHT (the landlord) must consult with its leaseholders before we carry out any works which will cost any one leaseholder more than £250 or

enter into a new long term service agreement with an independent contractor which will cost any one leaseholder more than £100 per year.

WHAT THE LAW MEANS TO YOU

MHT must tell you what works are being planned and why they are necessary. You have the opportunity to comment on the works and the right to put forward the name of a contractor. MHT must try to obtain an estimate from this contractor (subject to the contractor meeting certain requirements such as financial strength, health and safety, insurance and their ability to carry out the works professionally). If we do not consult then we will not be able to charge you more than £250 for works or £100 per year for a service agreement.

WHAT HAPPENS WHEN:

MHT decide works are necessary.....

A 'Notice of Intention' is sent to you giving you 30 days to make comments and to nominate a contractor

After 30 days MHT consider any comments received and obtain estimates from contractors including any nominated by leaseholder

Once estimates are received a "Notification of Estimates" letter is sent to you detailing at least two of the estimates and a summary of any comments received from the 'Notice of Intention'. Again you have 30 days in which to write in with any comments which MHT must consider

If the contract is awarded to either the contractor submitting the lowest estimate, or a contractor nominated by a leaseholder then the works can be started. If not then MHT must write again to you with a 'Notification of Award of Contract' telling you the reasons for awarding the contract and a summary of any comments made from the 'Notification of Estimates'.

If you have any queries regarding the Consultation process please contact Rachel Smith on 01622 212632.



This document is also available in other languages, large print and audio format upon request.

Sipas kërkesës, ky dokument gjithashtu gjendet edhe në gjuhë të tjera, me shkrim të madh dhe në formë dëgjimore.

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

این مدرک همچنین بنا به درخواست به زبانهای دیگر، در چاپ درشت و در فرمت صوتی موجود است.

Ce document est également disponible dans d'autres langues, en gros caractères et en cassette audio sur simple demande.

આ દસ્તાવેજ વિનંતી કરવાથી બીજી ભાષાઓ, મોટા છાપેલા અક્ષરો અથવા ઓડિઓ રચનામાં પણ મળી રહેશે.

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है।

01622 212600

YOUR SERVICE CHARGE ESTIMATE...

With this newsletter you will have received your Service Charge Estimate for 2005/2006

Payment of your Service Charges

There are two payment options available to Leaseholders with regard to the payment of Service Charges.

1. Payment in full within 28 days or
2. Payment by a 10 month instalment plan (Direct Debit)

For further information on the above payment options or to set up a direct debit please contact our Finance Department on 01622 212516

It is important that you pay your service charges and major works invoices on time! If you are experiencing difficulties making payment, please contact us as soon as possible.

If you would like to speak to a member of the Home Ownership team, please use the telephone numbers below:

Leasehold Service Charge Accounts and Enquiries : 01622 212633

Leasehold General Enquiries – Rachel Smith & Lynn Honeysett : 01622 212632

Home Ownership Enquiries – Paula Spain: 01622 212630





Sheds & Stores

Due to recent enquiries we would like to clarify the position with regard to Sheds and Stores.

If a shed or store was included in the purchase of the flat then you are responsible for the following: -

- Maintenance and upkeep of shed/store door and door frame, window and window frame.
- Internal walls, floor and ceiling of the shed/store

Maidstone Housing Trust will be responsible for: -

- The structure and envelope of the building/block including the repair and maintenance of the roof, external walls, guttering and soffits.

Please note: the Trust will recover your contribution to the costs of the work by way of service charges, or for major work, by invoice.

Buildings Insurance

GOOD NEWS... despite insurance premiums generally increasing the charge for Buildings Insurance has gone down this year. This is due to a more active approach to insurance management and tenants and leaseholders good claims record.

The policy and excess still remain the same. If you would like a copy of the policy summary please contact us.

Caretaking & Cleaning Issues

Vicky Mcleod, Estate Services Supervisor, is responsible for all cleaning issues and will be monitoring all cleaning contracts and caretakers.

Vicky is happy to answer any cleaning related problems that you may have and can be contacted on 01622 212713 or 07776234758

Building Repairs

Any necessary repairs to the structure, exterior and communal areas of the building in which your flat is contained should be reported to the **24 hour Call and Repairs Helpline on 01622 212700**



YOUR QUESTIONS ANSWERED

WHAT IS A MANAGEMENT CHARGE...

Maidstone Housing Trust is obliged to recover all expenses incurred in managing leasehold properties. This includes:

- Supervision and administration of services and repairs other than major works
- Cost of maintaining appropriate records and systems

- Cost of responding to leaseholders' enquiries (I.e. correspondence preparation, postage, telephone charges, stationery and Officers' time)
- Cost of producing the service charge estimates and the invoicing and collection of these charges
- Cost of consultation on major contract repairs and maintenance

This charge is calculated at 7.5% and is applied to the other charges within your service charge invoice.

WHAT ARE CONSULTANCY FEES...

Consultancy Fees are charged to cover the costs incurred by professionals such as architects, surveyors and engineers during our major works programmes. The costs include:

- Planning
- Design and specification of work
- Obtaining cost estimates from contractors
- Preparing and submitting planning applications and building regulations
- Arrangement and completion of tendering process
- Analysis of tender documents
- Compiling and submitting preliminary leaseholder charges
- Site supervision
- Monitoring of contracts to completion
- Payment of contractor
- Issue of completion certificates
- Compilation of final leaseholder charges
- Agreement of final account

ARE YOU THINKING OF SELLING AND MOVING ON...

Here are a few guidelines for you to follow:

- The Service Charge Account must be fully up to date at the date of sale
- Any Sinking Fund balance is transferred with the property
- As your landlord you should inform us in advance of your intention to sell your property
- Please ask your Solicitor to contact our Legal Department for a Final Settlement Figure for your Service Charge Account at least seven days before sale date.